

# The Pipeline

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## Case Closed on CFC "Loaners"

A review by the Attorney General's Office has concluded that CFC employees who were loaned to offices in counties other than their regular work headquarters -- and received reimbursement for their travel to their temporary offices -- cannot be held responsible for any travel payments they received during their temporary assignments.

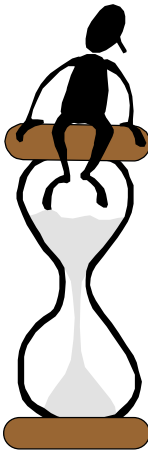


Travel irregularities began as far back as 1991 and resulted in repayment of some funds to the federal government. The Cabinet asked the Attorney General's Office to assess whether serious violations had occurred and to help resolve any problems they found.

The Cabinet has discontinued the use of "loaners" -- in other words, employees who are not properly and formally assigned to new work headquarters. Management staff have received official policies and procedures to prevent any further occurrences. However, if you believe that you or another employee is inappropriately assigned -- especially if the assignment involves payment for travel, contact Mark Rosen, Director of the Division of Personnel, at 564-7530.

## Commercials Encourage Dads to "Take Time Out..."

Watch for the Division of Child Support's **responsible fatherhood commercials** during the Super Bowl playoff games, the pre-game show, and even during the Super Bowl itself, Jan. 31. The commercials, featuring Cincinnati Bengal Darrick Brilz, tell fathers not to drop the ball and encourage them to "take time out for their kids." They will air on the FOX Network's Louisville, Lexington, Hazard and Bowling Green viewing areas and on CBS in the Lexington viewing area. There will also be a 30-second spot aired during the Super Bowl on Fox 56 in the Central Kentucky viewing area.



## Service Region Administrators

The new CFC regions, which were set up by the July restructuring executive order, correspond to the geographic boundaries of Kentucky's Area Development Districts (ADDs) -- except that the Gateway and Buffalo Trace ADDs are combined. They not only provide common boundaries for service areas but also an administrative mechanism for decentralizing decision-making authority so regional offices can more effectively respond to the needs of clients in their areas.



Leading the regions will be 16 Service Region Administrators (SRAs). Dietra Paris, commissioner of the new Department for Community Based Services, announced their appointment after a lengthy process that included

- a screening committee made up of field staff,
- comments from the applicants during public forums,
- recommendations from an interview committee composed of field staff from other parts of the state, and
- final interviews and selections by the commissioner.

<u>ADD</u>	<u>SRA</u>	<u>Effective Date</u>
Purchase	Renee Buckingham	12/16/98
Pennyrite	Sandra Lane	12/16/98
Green River	James Toler	03/01/99
Barren River	Theresa Nelson	12/16/98
Lincoln Trail	Mary Ann Taylor	12/29/98
KIPDA - Rural	Renee Sartin	12/16/98
KIPDA -- Jeff.	Sandra Wilson	12/16/98
N.Kentucky	Thomas Jacob	12/16/98
Buff Trace/Gate	Cassandra Adkins	12/16/98
Blgr --Rural	Paul Whitman	12/16/98
Blgr --Fayette	Pauletta Best	12/16/98
LkCumberland	Sandra Rollins	12/16/98
Cmbldn Valley	Nancy Propps	12/29/98
Kentucky River	William Smith	12/16/98
Big Sandy	Susan Howard	12/16/98
Fivco	Larry Miller	12/16/98

The SRAs will report to Commissioner Paris. After reaching a "comfort level" that will come from training and experience, the SRAs will assume responsibility for deploying funds and personnel. These responsibilities historically have resided within Frankfort's central offices. Now, the central office will work for the regions, providing a policy framework, extensive training, and the supports necessary to ensure that the regions achieve their goals.

# You have to train before you get to MARS

By Cary Willis

Cabinet for Families and Children, Communications

The commonwealth is preparing to blast off to MARS beginning July 1. But before we can get there, we have to do some preparation.

MARS is the Management Administrative Reporting System (sometimes jokingly referred to as the Mother of All Reporting Systems). It will combine a variety of other computer systems now in place and will affect every employee, but its most profound impact will be on managers and supervisors, people involved with accounts receivable, purchasing, imprest cash and budgeting, procard administrators, and timekeepers.

More than 400 employees of the Cabinet for Families and Children who work in Central Office have been identified through the MARS survey process as potential MARS users and are being asked to undergo prerequisite training in order to get ready for the big changes. Many employees outside Frankfort also will have to take this training; more details will be coming later.

This prerequisite MARS training will include such courses as basic keyboarding (as in typing, not pianos), introduction to computers, Windows 95, e-mail, word processing, introduction to the Internet, and Microsoft Excel (spreadsheets) and will need to be completed during the next two months.

Actual training on MARS will begin about April 1.



## In other MARS news:

- ✓ Every division will soon be asked to identify a MARS coordinator. Division Directors should look for a memo soon from Susan Thurman, CFC's Agency Implementation Lead. (She can be reached at 564-7736.)
- ✓ Each of CFC's 16 new service regions have been asked to identify a maximum of three MARS coordinators and reduce their existing number of Procard system administrators down to one and a backup.
- ✓ All CFC timekeepers will receive MARS training on Advantage X--the new MARS employee travel reimbursement program.
- ✓ The MARS web page recently underwent a major overhaul, becoming more user-friendly in the process: <http://www.state.ky.us/agencies/adm/mars/mars.htm>. ♦

## Central Office Notes and Activities



- ♦ **The CHR complex cafeteria has reopened**, and needs trays. If you have one of the yellow serving trays, please return it as soon as possible.
- ♦ **The first Wakeup Wednesday of 1999** is set for 8:30 – 10:30 a.m. Feb. 10 in the cafeteria. Ann Aukerman will present *WITH FLYING COLORS: BUILDING ON YOUR STRENGTHS*. Wakeup Wednesdays are now being held on the second Wednesday of each month.
- ♦ **Pictures taken during Santa's visit** are available in the Secretaries' Office, compliments of Santa Claus.
- ♦ **A luncheon in honor of Dottie Cozine** will be held on Wednesday, Jan. 27, at Columbia Steak House. Dottie, who has over 32 years with state government, will be retiring at the end of this month. Those wishing to attend should contact Ann Catt by E-mail or by phone at 4-8050 ext. 4216.
- ♦ CFC will announce its **Employees of the Month** Jan. 28 at 10 a.m. in the lobby area outside the Secretary's Office. Nominations are due to Charlene Nation by the 15<sup>th</sup> of each month. For more information, call Charlene Nation, CFC Employee Services, at 564-7770.
- ♦ CFC's Special Needs Adoption Program, SNAP, is sponsoring an **Adoption Fair** Feb. 7, 1 – 4 p.m., at the University of Louisville's Shelby Campus. Representatives from private as well as state agencies will be there to provide information. All prospective foster and adoptive parents are invited. Call Judi Spooner at 502-637-9786 for more information.
- ♦ The American **Red Cross** will take blood donations in the lobby of the Health Services Building Feb. 9<sup>th</sup> and 10<sup>th</sup>, 9 a.m. - 1:30 p.m. Division or office recruiters will contact employees to schedule appointments. Blood supplies are critically low, so please give serious consideration to donating. If you have any questions, please call Debbie Armstrong at 564-7770 or Jane Wilson at 564-2157.

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**Pipeline**, a weekly newsletter for employees of the Cabinets for Families and Children and Health Services, welcomes reader comments and contributions. Items for *Pipeline* are due by 4:30 p.m. Tuesday; items for intercom announcements are due by 4:30 p.m. Monday. Call (502) 564-6786 or send information to Patricia Loman at [ploman@mail.state.ky.us](mailto:ploman@mail.state.ky.us).